

In the event of any emergency, the City will advise employees of a change in operations via the City website: www.norfolk.gov; the Employee Information Line: 664-6820; or by the following notices to TV stations:

- No announcement: All employees report as scheduled
- Two hour delay: Non-emergency employees report two hours later than scheduled. Emergency employees report on time.
- Code 1: Emergency employees report as scheduled. Other employees are NOT to report.
- Code 2: Emergency employees report as scheduled. Other employees are subject to liberal leave (subject to supervisor's approval or disapproval) for those who do not report.
- Code 3: All alpha employees report as normally or otherwise scheduled. For Beta employees reporting is subject to liberal leave provisions. NOTE: Beta employees may have duties during a State of Emergency (see below.)
- Alpha Employees: Assigned to individuals by the department head. All alpha employees are subject to being required to work during emergencies.
- Beta Employees: During a State of Emergency, Beta employees may be called to help man emergency shelters.

A Virginia public hotline (8:00 A.M. – 5:00 P.M.) has been established at 1-866-880-4280.

It is important that employees not report to the scene of a disaster or emergency if you are not assigned to do so. It may be unsafe, or you may interfere with the on-scene operations.